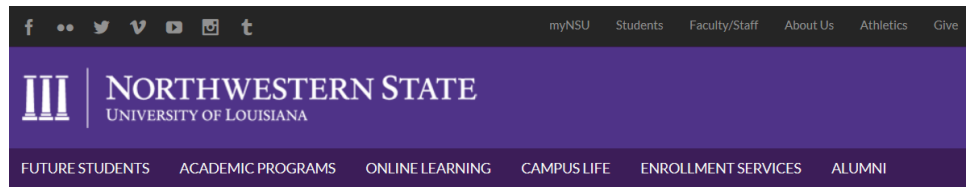


# Step-by-Step Instructions for Registering for Classes using NSU Connect

- Go to NSU home page (www.nsula.edu.)
- Click on the “myNSU” link.



- Sign in to your account:
  - First time user:
    - Your login is your NSU student email address: your first initial + up to 13 characters of last name + the last 6 digits of your Campus Wide ID followed by “@nsula.edu”
      - Example: Victor Demon (whose student ID number is 200123456) would have the username “vdemon123456@nsula.edu”
    - Your initial password will be: Demons + your six-digit date of birth
      - Example: If your birthdate is 12-01-2005, then your initial password will be “Demons120105”
  - **NOTE:** To retrieve your username, you may click the ‘Forgot Username’ link to the right. For additional information, you will need to login for the first time; please visit [helpdesk.nsula.edu](http://helpdesk.nsula.edu). If you need additional assistance, please call (318) 357-6696 or email [sos@nsula.edu](mailto:sos@nsula.edu).
- From your myNSU dashboard, click on the “QuickLinks Menu”:



- In the popup window, click on the “Registration” Link:



- Select the term for which you are attempting to register (i.e., 2024) using the dropdown menu, then click the “Submit” button:

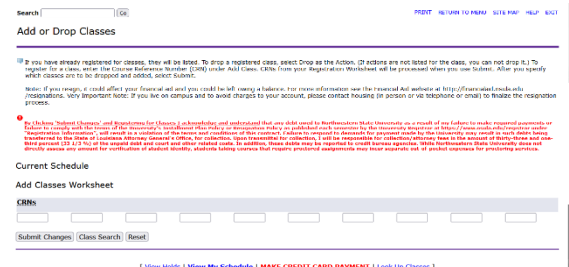
## Registration Term

Select a Term:

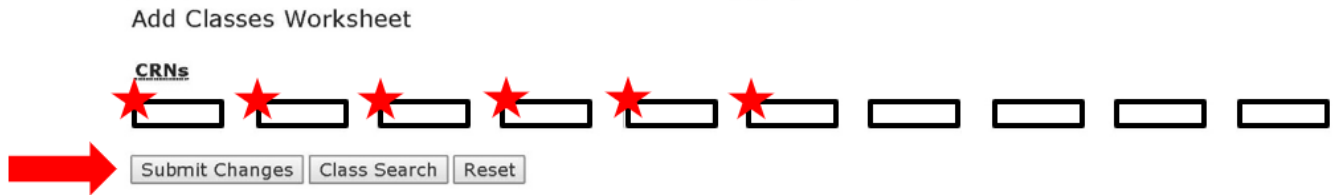
Fall



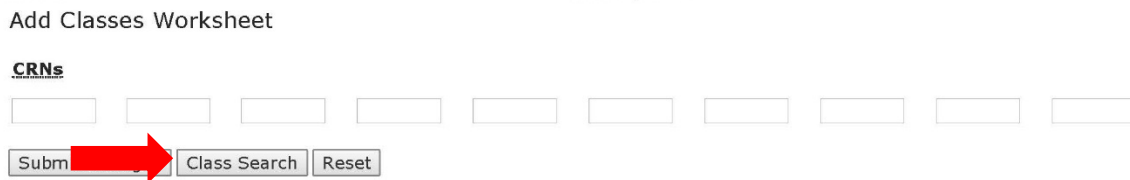
- You will be redirected to this “Add or Drop Classes” screen:



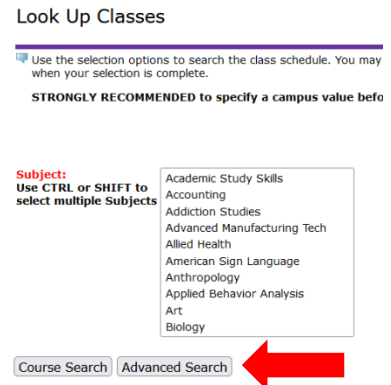
- From this “Add or Drop Classes” page, you can register for classes.
  - If you already know the CRN numbers for the courses in which you wish to enroll, simply type the CRN numbers for the courses into the open fields (one in each field) of the “worksheet” at the bottom of the page, then click the “Submit Changes” button:



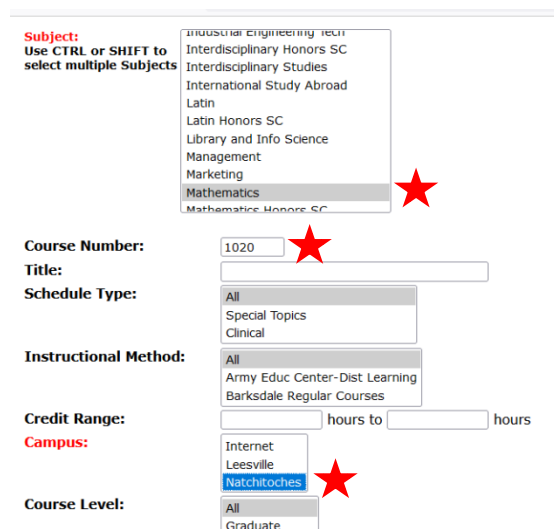
- If you don't know the CRN numbers of the courses in which you wish to enroll, you will need to look up that information using the class search feature. To do this, click the “Class Search” button at the bottom of the “Add or Drop Classes” page:



- This will open the “Look Up Classes” screen. Near the bottom of this page, click the “Advanced Search” button:



- Use this screen to input the information for the course in which you wish to enroll.
  - At a minimum, you should input the Subject, Course Number, and Campus Location (N for Natchitoches, S for Shreveport, A for Alexandria, I for internet/online). For example, if you are searching for MATH1020 sections taught on the Natchitoches campus, you would input the information as shown on the right. Click the “Section Search” button.



- From the search results provided, find the open section into which you wish to register.
  - Be mindful of the days/times at which the section is being offered and ensure that you are not attempting to schedule two classes with overlapping times.

- NOTE: If there is an open check box next to a section, it means that this section is available for registration. If there is no open check box for a section, it means that this section is closed or that you are not eligible to register for that section/course. Ask your advisor for assistance if you need to enroll in specific section that is no open. They may be able to assist you.
- From here you have two choices. Either:
  - Check the box for the section into which you wish to register, then click the “Add to Worksheet” button.
- or
- Write down the course’s CRN number to be used to register for all sections at once later.
- Click on the to “Return to Menu” link at the top right of the page and return to the “Look Up Classes” page in the Registration menu to repeat these steps for all additional courses in which you wish to register.
- Once you have repeated this process for all of your courses, you are now ready to register for them. Once again, you have two choices:
  - If you added your desired sections to your “Worksheet”, all of the CRN numbers should be visible in the open fields at the bottom of the “Add or Drop Classes” page. Click the “Submit Changes” button to register yourself in each of those courses.
- or
- If you wrote down the CRN numbers for your desired courses, return to “Add or Drop Classes” page and type the CRN numbers, one into each of the open fields at the bottom of the page, then click the “Submit Changes” button to register yourself in each of those courses.

- All of the courses you are now registered for will appear in the “Current Schedule” section of the “Add or Drop Classes” page.

#### Add or Drop Classes

If you have already registered for classes, they will be listed. To drop a registered class, select Drop as the Action. (If actions are not listed for the class, you can not drop it.) To register for a class, enter the Course Reference Number (CRN) under Add Class. CRNs from your Registration Worksheet will be processed when you use Submit. After you specify which classes are to be dropped and added, select Submit.

Note: If you resign, it could affect your financial aid and you could be left owing a balance. For more information see the Financial Aid website at <http://financialaid.nsuula.edu> /resignations. Very Important Note: If you live on campus and to avoid charges to your account, please contact housing (in person or via telephone or email) to finalize the resignation process.

By clicking "Submit Changes" and Registering for Classes, I acknowledge and understand that any debt owed to Northwestern State University as a result of my failure to make required payments or failure to comply with the terms of the University's Enrollment Plan Policy or Registration Policy as published each semester by the University Registrar at <https://www.nsuula.edu/registrar> under "Registration Information" will result in a violation of the terms and conditions of the contract. Further, to respond to demands for payment made by the University may result in such debts being transferred to the State of Louisiana Attorney General's Office. For collection, these transactions for collection, I will be responsible for collection/attorney fees in the amount of thirty three and one-third percent (33 1/3 %) of the unpaid debt and court and other related costs. In addition, these debts may be reported to credit bureaus agencies. While Northwestern State University does not directly assess any amount for verification of student identity, students taking courses that require proctored assignments may incur separate out-of-pocket expenses for proctoring services.

#### Current Schedule

Status	Action	CRN	Subj	Crs#	Sec	Level	Cred	Grade	Mode	Title
**Registered** (NSUConnect) on Mar 11, 2024	None	12952	HMT	4200	01N	Undergraduate	3.000	Standard	Letter	MKTG I HOSP MGT AND TOUR
**Registered** (NSUConnect) on Mar 11, 2024	None	12885	HIST	3140	011	Undergraduate	3.000	Standard	Letter	AMERICAN WEST

- Check to ensure that there were no registration errors.
  - These will appear below the “Current Schedule” section of the page and will provide you with a brief description of the reason you received a registration error (i.e., pre-requisite/test score error, etc.)
  - If you experience a registration error, please ask your academic advisor for assistance.
- If you wish to drop a course in which you are currently registered, use the dropdown menu under the “Action” column in line with the course, and change the selection from “None” to “Drop”, then click the Submit Changes” button.
- Once you have registered for all of your desired courses, click on the “Return to Menu” link at the top of the page and select “Concise Student Schedule”.

## Registration

Registration Status

Select Term

Add or Drop Classes

Concise Student Schedule

Look Up Classes



- Print your schedule.